



Wisconsin 2009 STAR Events SLC Registration Directions

Registration Time Frame: SLC STAR Event Registration **opens** Monday, March 2 at 8:00 AM and **closes** Monday, March 16th @ 3:00 PM.

Eligibility:

- All entries receiving a gold medal at regional meetings have qualified to complete at SLC.
- All Outstanding Chapter Member Portfolios come to SLC.
- All STAR Events participants must be nationally affiliated members. Chapter affiliations will be monitored by WI FCCLA staff.

STEP 1

Open the **wistar** file (a DPI attachment or download from DPI website). Select your chapter and region from the appropriate drop-down box. Chapters are listed alphabetically.

STEP 2

Identify event and category. Enter participant information as follows:

1. **Delete** text in "participant" field
2. Type participant(s) name in field
3. Use **only commas** between team members
4. Include display code if necessary (e.g., FS=freestanding, TT=tabletop)

Example of a participant field for an individual event:

Patrick Star, TT

Example of a participant field for a team event:

Spongebob Squarepants, Sandy Cheeks, FS

Cautions:

- **Do not** include the word AND or & between participants, use only commas
- **Do not press <enter> in participant field** - your participant information will be hidden upon submission
- When you enter multiple students in the same event and they are NOT a team, you will need to individually submit each participant
- Double check the accuracy of participants' names

STEP 3

After completing the registration form, print it for your records. Send **wistar** registration form as an attachment to **wistar@cambridge.k12.wi.us** using the subject line: *registration*

~ NO FAX TRANSMISSIONS WILL BE ACCEPTED ~

Technical Support: If you have STAR Events registration questions, contact Steve Andersen at **sjander2@cambridge.k12.wi.us** using the following subject line: *question*

STAR Event Fees: The 2009 STAR Events fee will be \$20 per participant. STAR Events fees for SLC will be included on the chapter's conference registration form which will be processed by DPI. **NO REFUNDS WILL BE PROCESSED FOR SLC STAR EVENTS.**

Course Verification: Chapters with members in Culinary Arts, Early Childhood, Fashion Construction, Hospitality and Interior Design must email course verification of these event participants by 3:00 PM, Monday, March 16th to **wistar@cambridge.k12.wi.us** using the subject line: *verification*